



AGENDA

**San Francisco Bay Restoration Authority Advisory Committee Meeting
March 9, 2018, 10:00 am – 12:30 pm**

Doors Open at 9:30 am for Get-to-Know-Your-Colleagues Coffee Time

Elihu Harris State Building
1515 Clay Street, 2nd Floor, Room 11
Oakland, CA 94612

For additional information, please contact:
Anna Schneider, Clerk of the Advisory Committee: (510) 286-0325

Agenda and attachments available at:
www.sfbayrestore.org

- 1. Call to Order**
Chair Luisa Valiela, U.S. Environmental Protection Agency
- 2. Determination of Quorum**
Anna Schneider, Clerk of the Advisory Committee
- 3. Public Comment**
Each speaker is allowed three minutes.
- 4. Announcements (INFORMATION)**
Item 4A: *Results of Survey Regarding Presentation Topics for Future Meetings*
Item 4B: *Additional Presentation Topics Suggested*
- 5. Approval of Advisory Committee (AC) Meeting Minutes of October 13, 2017 and December 8, 2017 (ACTION)**
Item 5A: *Draft Meeting Minutes for October 13, 2017*
Item 5B: *Draft Meeting Minutes for December 8, 2017*
Item 5C: *Revised Summary of Brainstorming Session from October 13, 2017 Meeting*
- 6. Approval of Revision to Charter to Eliminate Quorum Rule (ACTION)**
Item 6: *Advisory Committee Charter with Proposed Revisions*
- 7. Chair's Report from February 2, 2018 Governing Board Meeting (INFORMATION)**

8. Overview of Environmental Regulations and Permitting Challenges for Restoration Projects in the Bay Area (INFORMATION)

Luisa Valiela, U.S. Environmental Protection Agency
John Bourgeois, State Coastal Conservancy

9. Coordinated Permitting Proposal (INFORMATION)

Adrian Covert, Bay Area Council
Larry Goldzband, San Francisco Bay Conservation and Development Commission
Mike Mielke, Silicon Valley Leadership Group
Item 9: *Draft Proposal for Coordinated Permitting*

10. Report from Ad Hoc Subcommittee on Communications (INFORMATION)

Anne Morkill, U.S. Fish and Wildlife Service (Subcommittee Lead)
Taylor Samuelson, San Francisco Bay Restoration Authority (Staff)
Item 10: *Ad Hoc Subcommittee on Communications Meeting Notes*

11. Report from Ad Hoc Subcommittee on Measures of Success (INFORMATION)

Roger Leventhal, Marin County Flood Control & Water Conservation District
(Subcommittee Co-Lead)
Sarah Young, Santa Clara Valley Water District (Subcommittee Co-Lead)

12. Remaining AC Meetings in 2018 (INFORMATION)

10:00 AM – 12:30 PM

- May 4, 2018: Elihu Harris State Building, 1515 Clay Street, Room 11, Second Floor, Oakland, CA 94612
- June 29, 2018: Bay Area Metro Center, 375 Beale Street, Yerba Buena Room, First Floor, San Francisco CA 94105
- October 5, 2018: Oakland, TBD.

13. Meeting Process Check-In: What's Working, What's Not

Chair Valiela

14. Public Comment

15. Adjourn

Note: Any person who has a disability and requires reasonable accommodation to participate in this public meeting should contact Taylor Samuelson no later than five days prior to meeting. Questions about reasonable accommodation can be directed to Taylor Samuelson at (510) 286-4182 or Taylor.Samuelson@scc.ca.gov or at the Restoration Authority:

c/o State Coastal Conservancy
1550 Clay Street, 10th Floor
Oakland, CA 94612

Answer Choices –	Responses –					Total	
	#1	#2	#3	#4	#5		
– • Subtidal Habitat Goals & Living Shorelines; Marilyn Latta, Project Manager, Coastal Conservancy	2	1	3	2	0	8	
– • Estuary Blueprint; Caitlin Sweeney, Director, San Francisco Estuary Partnership	2	2	0	2	0	6	
– • Sediment Reuse & its Challenges (multiple Bay Restoration sites); speaker(s) to be determined	2	2	2	4	2	12	3rd
– • Invasive Species (Spartina, others?); speaker(s) to be determined	1	0	1	1	0	3	
– • Governance 101- Laws & Policies re: ESA, WQ, flood, EJ, etc, permitting challenges; speaker(s) to be determined	3	6	0	4	2	15	1st
– • Public Access & Recreation (Bay Trail, Water Trail, public access compatible with wildlife and resilient to SLR); speaker(s) to be determined	1	2	3	2	4	12	3rd
– • Monitoring & Adaptive Management (project vs. regional); speaker(s) to be determined	2	3	2	1	1	9	4th
– • Bay Area Resilient by Design Challenge; Amanda Brown-Stevens, Managing Director	1	2	4	2	0	9	4th
– • Environmental Justice Opportunities & Gaps; speaker(s) to be determined	3	3	3	1	3	13	2nd
– • Demonstration of Project Tracker; Christina Grosso, SFEI	2	0	1	0	2	5	
– • Napa River: 20 Years of Experience with Flood Protection; speaker(s) to be determined	2	0	2	0	3	7	
TOTAL	21	21	21	19	17	99	

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Additional Presentation Topics for Future Meetings
Suggested by Advisory Committee Members:
Results of Survey Conducted in February 2018

Habitat Restoration

1. Habitat restoration.
2. Periodic overview of projects and how they deliver on the Baylands Ecosystem Habitat Goals Update and other plans. Speaker(s): Beth Huning, San Francisco Bay Joint Venture, or a panel of partners organized by Beth.
3. Coordinated riparian restoration plans and prospects re: sediment delivery to tidal wetlands.
4. Innovations in integrating shoreline habitat restoration with the built environment.

Public Access

5. Visitor use surveys, reaching non-traditional audiences, engaging diverse users in outdoor recreation, etc. Speakers(s): Bay Area Open Space Council and/or others
6. East Bay Regional Park District's current and future planned projects, expansions, opportunities and challenges. Speaker: East Bay Regional Park District.
7. Planning and challenges with public transportation and transit links to shoreline access. Speaker(s): Metropolitan Transportation Commission and/or others.

Sea Level Rise

8. Sea level rise modeling and projected impacts to shorelines. Speaker(s): U.S. Geological Survey and/or others.
9. Climate adaptation and resiliency: efforts by local and state agencies to identify and address vulnerabilities. Speakers: SF Bay Conservation and Development Commission, Caltrans, Regional Water Quality Control Board.
10. Implications of waiting too long to address sea level rise and the economic impacts to our region.

Water Quality

1. Lessons learned to date from the Oro Loma Ecotone Project and its application for Measure AA projects. Speakers: Jason Warner, Peter Baye, David Sedlak
2. Restoration considerations in the context of changing ocean chemistry and pollutants including microplastics, pharmaceuticals, etc.

Other

1. Mosquito control in the Bay Area, its history, successes and areas for improvement.
2. Something related to the tribes.

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Advisory Committee

DRAFT MEETING MINUTES

October 13, 2017, 10:00 am – 12:30 pm

Bay Area Metro Center
375 Beale Street, Yerba Buena Room, First Floor
San Francisco CA 94105

1. Call to Order

Luisa Valiela, Advisory Committee (AC) Chair, called the meeting to order.

AC Member Attendance: Dr. Ana M. Alvarez (Vice Chair), Brian Benn, Bruce Beyaert, Erika Castillo, Steve Chappell, Francesca Demgen, Nahal Ghoghaie, Letitia Grenier, Beth Huning, Andrea Jones, Mike Mielke, Anne Morkill, Erika Powell, Marina Psaros, Ana Maria Ruiz, Laura Tam, Laura Thompson, Luisa Valiela (Chair), Bruce Wolfe, Sarah Young

Staff Attendance: Sam Schuchat, Caitlin Sweeney, Jessica Davenport, Kelly Malinowski, Karen McDowell, Anna Schneider

2. Determination of Quorum

AC Clerk Anna Schneider determined that there was a quorum.

3. Public Comment

There was no public comment.

4. Announcements

Anne Morkill announced National Wildlife Refuge Week events on October 14, 2017 at the Don Edwards San Francisco Bay National Wildlife Refuge in Fremont. Mike Mielke announced that he is part of a group looking at leveraging Measure AA funding. Bruce Beyaert announced that the migratory birds have arrived. Chair Valiela noted that several AC members were unable to attend the meeting because of the fires in the North Bay and our thoughts are with them. She also notified the AC that two important meetings just occurred, the State of the Estuary Conference and the Regional Monitoring Program (RMP) Annual Meeting. The RMP's *Pulse of the Bay* report (<http://www.sfei.org/rmp/pulse>) is now available and presentations from the State of the Estuary Conference will be online soon.

5. Approval of Meeting Minutes of August 11, 2017

Decision: Bruce Beyaert moved and Mike Mielke seconded the motion to approve the minutes. There was consensus to approve the minutes.

6. Chair's Report from September 8, 2017 Governing Board Meeting

Chair Valiela reported that the Board approved the Measure AA Proposal Solicitation or request for proposals (RFP), which staff released on September 15, 2017. She noted that the Board also discussed the SFBRA Oversight Committee, but has not yet taken action to recruit and appoint members.

7. Bay Restoration 101: Baylands Goals Science Update

Letitia Grenier, Resilient Landscapes Program Director and Senior Scientist for the San Francisco Estuary Institute, gave a presentation on the report *The Baylands and Climate Change: What We Can Do*. The AC discussed various wetland restoration and climate adaptation issues, such as prioritization of restoration sites based on their relative resilience to sea level rise, the political sensitivities around prioritization, and the pros and cons of fragmented governance, i.e., needing a diverse set of agencies and groups to implement the Baylands Goals. Opportunities to reconnect creeks to wetlands to enhance sediment supply and the use of treated effluent to provide fresh water inputs to wetlands were also discussed.

8. Brainstorming Session: Set AC Goals for Coming Year

The AC engaged in a brainstorming session about additional activities in which they would like to engage. Topics included advising the Governing Board on measures of success for the Measure AA grant program; monitoring at the project and regional levels; developing a communications strategy; assessing accomplishments and opportunities related to public access and flood protection in restoration projects; assessing needs related to environmental justice; consideration of public health issues, such as vector control; and many other ideas. Next steps include categorizing the ideas generated and determining which tasks are 1) already being worked on by another group that AC members may wish to join; 2) more appropriate for staff to do; and 3) most suitable for the AC to undertake and what ad hoc subcommittees therefore may be needed.

9. Restoration Authority Grant Reviewer Selection Process

Jessica Davenport, Project Manager, reminded AC members that staff will be requesting volunteers who do not have a conflict of interest to serve as grant application reviewers. Conflicts include not just one's employer submitting an application, but also if one significantly contributes to writing a partner's application. Providing letters of support would also reveal bias. Giving general advice is permitted. Staff will be assessing the need for reviewers after reviewing what kind and how many applications are received. The tentative time commitment is 6-10 hours in the months of December and January. AC members interested in serving as reviewers should email Kelly Malinowski (Kelly.Malinowski@scc.ca.gov) and save the date and time of November 28, 2017, 2-4 pm, for a reviewers meeting at the State Coastal Conservancy.

10. AC Meeting Dates for 2018

AC members reviewed the proposed 2018 AC meeting dates. AC members were asked to email Chair Valiela and Jessica Davenport if they have conflicts with the proposed dates. The AC will need to take action at its next meeting to approve the dates.

11. Meeting Process Check-In: What's Working, What's Not

AC members provided feedback on the meeting process. They felt that the interactive discussions with presenters and brainstorming sessions worked well. There was a request to expand the public comment procedure to include an opportunity for time-limited public comment on each agenda item; speakers would be required to sign up to speak on a given item before the Chair opened that item for discussion.

Reminder: Advisory Committee's Remaining 2017 Meeting Dates and Locations

December 8, 2017: Harris State Office Building, 1515 Clay St, Oakland

12. Public Comment

There was no public comment.

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Advisory Committee

DRAFT MEETING¹ MINUTES

December 8, 2017, 10:00 am – 12:30 pm

Elihu Harris State Building
1515 Clay Street, 2nd Floor, Room 9
Oakland, CA 94612

1. Call to Order

Luisa Valiela, Advisory Committee (AC) Chair, called the meeting to order.

AC Member Attendance: Brian Benn, Bruce Beyaert, Erika Castillo, Steve Chappell, Francesca Demgen, Roger Leventhal, Jessica Martini-Lamb, Shelly Masur, Anne Morkill, Erika Powell, Ameer Raval, Ana Maria Ruiz, Gary Stern, Laura Tam, Luisa Valiela (Chair), Sarah Young

Staff Attendance: Matt Gerhart, Jessica Davenport, Kelly Malinowski, Karen McDowell, Anna Schneider

2. Determination of Quorum

There was no quorum.

3. Public Comment

Maureen Gaffney, Bay Trail Planner for the Association of Bay Area Governments, announced and handed out new San Francisco Bay Area Water Trail maps. Mark Bierman, Program Manager for the U.S. Army Corps of Engineers' Continuing Authorities Program (CAP) Center, announced that he is interested in partnering on habitat restoration projects. Craig Weightman, Acting Regional Manager for the California Department of Fish Wildlife's Bay Delta Region, announced that former Bay Delta Regional Manager Scott Wilson is leaving the Advisory Committee because he has taken an assignment outside the Bay Area and CDFW will be nominating a replacement from their staff for the Governing Board's consideration.

4. Announcements

Chair Valiela announced that the Measure AA Grant Program received 22 applications totaling \$47 million. Chair Valiela also announced that the Silicon Valley Leadership Coalition and the State Coastal Conservancy are funding an interagency effort to develop a

¹ No decisions could be made at this meeting because of the lack of a quorum.

proposal for dedicated regulatory agency staff to work in a coordinated manner on permitting for Measure AA projects. The interagency group, led by the U.S. Army Corps of Engineers, will be developing a proposal for the Governing Board's consideration. Anne Morkill announced that the National Living Shorelines Tech Transfer Workshop will take place on February 21 and 22, 2018 in Oakland.

5. Approval of Meeting Minutes of October 13, 2017

Decision: There was no quorum present to approve the minutes.

6. Staff Report from November 3, 2017 Governing Board Meeting

Project Manager Jessica Davenport reported that the Board heard a presentation on the *Bayland Ecosystem Habitat Goals Update*, and addressed administrative measures, such as approving a revised joint powers agreement and setting up a bank account to receive parcel tax funds.

7. Bay Restoration 101: The Importance of Pilot Projects

Roger Leventhal, Senior Engineer with the Marin County Flood Control & Water Conservation District, gave a presentation on the importance of pilot projects for demonstrating the effectiveness and learning about using natural methods to stabilize shorelines and reduce flood risk, particularly in light of sea level rise. He emphasized the need to do many small projects at multiple sites to learn what works where, and the need to educate various audiences, including coastal engineers, construction contractors, and communities, about these methods and the tradeoffs involved in different approaches. The AC had a robust discussion about various issues, including the need to educate upstream communities who need to help pay for solutions, as well as downstream communities that are vulnerable to current and future flooding.

8. Appointing Ad Hoc Subcommittees

The AC decided to form two ad hoc subcommittees, one focusing on advising the Governing Board on measures of success for the Measure AA grant program and a second focusing on communications. It was decided that staff and AC members involved in reviewing proposals should report back to the AC on lessons learned.

- **Ad Hoc Subcommittee on Measures of Success:** Erika Powell (lead), Brian Benn, Erika Castillo, Francesca Demgen, Roger Leventhal, Ameer Raval, Sarah Young
- **Ad Hoc Subcommittee on Communications:** Anne Morkill (lead), Erika Castillo, Ameer Raval, Ana Maria Ruiz

9. AC Meeting Dates for 2018

AC members reviewed the proposed 2018 AC meeting dates. Staff will announce the following dates to the public.

- March 9, 2018
- May 4, 2018
- June 29, 2018
- October 5, 2018

10. Public Comment

There was no public comment.

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Advisory Committee

SUMMARY OF BRAINSTORMING SESSION ON SETTING 2018 GOALS

(Revised based on input at December 8, 2017 Advisory Committee Meeting)

Preliminary Ideas to Develop into Recommendations to Board

1. Use specific metrics to measure success of Measure AA program (see below)
2. Develop a monitoring program:
 - Create a Restoration Authority monitoring program to ensure coordination of monitoring across projects funded by Measure AA. I.e., all projects should have a baseline and similar projects should use consistent monitoring protocols.
 - Define the role of Measure AA funding in supporting a long term Wetlands Regional Monitoring Program that would include assessing how wetland restoration is contributing to the overall health of the Bay.
3. Develop a communications strategy to inform local elected officials, legislators, communities, and tax payers about what's going on with implementation of Measure AA
 - Communicate about how the Restoration Authority is achieving effectiveness and efficiency
 - Should be accessible
 - Reach and involve tribal and disadvantaged communities
 - Weave ecological services information into the communications strategy
 - Communicate multiple benefits of restoration projects
 - Use before/after photos (Available in Project Tracker in EcoAtlas database)
 - Communicate with public and private partners
 - Explain the relationship between restoration benefits, flood management benefits, and the use of recycled water in restoration projects (we note that there will be increasing pressure to direct recycled water to non-habitat uses)
 - Hold a workshop as part of a communication strategy
 - Conduct ongoing outreach with simple messages that relate back to the Measure AA campaign
4. Involve disadvantaged communities
 - [Conduct community outreach and engagement, including education about how projects are developed](#)
 - Support [development of](#) proposals from disadvantaged communities and nongovernmental organizations
 - Help small nongovernmental organizations and community-based organizations build capacity to apply for grants, to overcome barriers

- Invite representatives of disadvantaged communities to speak to Board about their proposals (*Staff note: It would be more appropriate to invite speakers to discuss completed projects. Proposed projects should go through the RFP process.*)
5. Explore financing mechanisms beyond government leverage, [including measures of efficiency](#).
 6. Support public access that goes beyond the Bay Trail and interpretive panels
 7. Prioritize helping existing marshes adapt to sea level rise
 8. Conduct research on demographics relative to gaps in environmental education opportunities and recreation areas.
 - ~~9.1. Protect public health, e.g., by designing wetland restoration projects to avoid increasing mosquito populations.~~
 - 10.9. Track projects from acquisition to completion (*Note: This is done in Project Tracker in the EcoAtlas online database.*)
 - acreage
 - planning stage
 - timeline

Commented [DJ1]: Erika Castillo suggested incorporating into measures of success. See below.

Proposed Ways for AC Members to Support Restoration Authority

1. Helping with communications
2. Lending support to speed up restoration work, e.g., seeking more funding
3. Holding a workshop to explain how to develop a project labor agreement (San Francisco Bay Joint Venture will host)
4. Helping jurisdictions collaborate on adaptation to sea level rise combining Bay restoration and flood protection (San Francisco Estuary Institute and SPUR are working on a project to support this)
 - Identify natural breaks in the shoreline/ support urban planning within ecologically defined areas
 - Engage the public

Suggested Future Presentations to AC (Beyond Bay Restoration 101 Series)

1. Environmental justice opportunities and gaps: what are needs and vulnerabilities?
2. Demonstration of Project Tracker
 - See if additional fields are needed for Measure AA projects
3. Public access
 - What has been constructed so far
 - What we are hoping for with Measure AA funding
4. Continue *Bayland Goals Science Update* discussion
 - AC needs a better understanding beyond “Bay Restoration 101” classes in order to make recommendations to the Governing Board, i.e., how mosaic of projects work together to address overall restoration strategy

5. Hurdles to getting projects implemented (Note: Make sure AC is aware of Save The Bay work.¹)
6. How to get projects on the ground quickly
7. [Cost of moving dredged sediment for reuse in wetland restoration projects and the potential use of Restoration Authority funds for cost sharing.](#)
- ~~6-8.~~ [Project permitting 101.](#)
- ~~7-9.~~ Short presentation on Measure AA grant agreement and its terms (This will be presented to the Governing Board in February 2018, which AC member may attend.)
- ~~8-10.~~ Napa River: 20 Years of Experience with Flood Protection

Initial Work on AC Action 1a: Possible Measures of Success for Measure AA Grant Program

1. Goal: accountability to the public
2. Metadata on proposals received
 - Number of submittals
 - Type of originating organization
 - Type of project by goal (e.g., habitat restoration, flood protection, public access, etc.)
 - Project size
 - Geographic location
3. Available ~~M~~etrics of ~~E~~ffectiveness and ~~E~~fficiency. [potentially including a financial metric](#)
4. Acres restored (Need definition of “restored,” i.e., must marsh vegetation be present?)
5. Amount of other funds leveraged by Measure AA funds
6. Amount of dredged material used
7. Amount of trash removed
8. Number of activities focused on pollution prevention
9. [Metrics related to ~~P~~rotecting public health, e.g., by ~~designing~~ number of wetland restoration projects designed to avoid increasing mosquito populations.](#)
- ~~9-10.~~ Metrics to be developed
- ~~10-11.~~ Other metrics of effectiveness and efficiency?²
- ~~11-12.~~ How do we measure success beyond effectiveness and efficiency?
- ~~12-13.~~ How to measure impact? What’s working well to create larger positive impact and how to measure?
- ~~13-14.~~ Need to determine how flood risk reduction and its economic, [public health, and regional infrastructure](#) benefits are quantified
 - o Draw on Santa Clara Valley Water District experience with integrating habitat into flood control projects

¹ Save the Bay has developed a short list of projects from the SFBRA project list that have barriers to implementation and is currently reaching out to the project proponents to help them overcome those barriers. The contact is Beckie Zisser.

² Perhaps consider FieldDoc or similar calculator for grant application. (Chesapeake Bay Stewardship Fund uses this application for measuring success.)

- Assess economic impact on community that will benefit from flood protection (e.g., what is the protection provided to disadvantaged communities?)

~~14~~15. How do we ensure that we prioritize funding for long-lasting projects?

~~15~~16. How do we measure success in going from science to action?

~~16~~17. How are data and science translating to action on the ground?

~~17~~18. How can monitoring facilitate action?

Proposed Changes in AC Process

1. Hold meetings at different locations
 - Attract other partners
 - Educate and motivate folks around the Bay, e.g., folks in the Midpeninsula Open Space District's area

Next Steps

1. Determine what actions are being undertaken by other groups, e.g., San Francisco Bay Joint Venture committees and others, and connect interested AC members to those groups.
2. Determine what tasks are more appropriate for staff and other organizations, rather than AC, to do.
3. For remaining items that are not being done by other groups or staff, set priorities for AC tasks.
4. Form AC Ad Hoc Subcommittees to take on specific tasks.



Advisory Committee Charter

~~August 2017~~ Revised March 2018

Introduction

The [San Francisco Bay Restoration Authority Act](#) (Restoration Act), established the San Francisco Bay Restoration Authority (Authority). The Restoration Act requires the formation of an Advisory Committee (AC) to assist and advise the Governing Board in carrying out its functions, and describes the AC's membership and responsibilities (California Government Code Section 66703.7). The San Francisco Bay Clean Water Pollution Prevention and Habitat Restoration Measure ([Measure AA](#)), passed by the voters of the nine Bay Area counties in June 2016, gives the Advisory Committee additional responsibilities. The Governing Board adopted an [Advisory Committee Procedural Document](#) (revised February 2017) to summarize the guidance provided by the Restoration Act and Measure AA and document additional policies approved by the Board. The AC has created this Charter to supplement the Procedural Document by providing additional principles and procedures to ensure that the group functions as intended.

Purposes and Responsibilities of the Advisory Committee

The Advisory Committee Procedural Document identifies the following key responsibilities of the AC:

1. Advise the Restoration Authority's Governing Board about implementation of Measure AA and all other aspects of the Restoration Authority's activities under Measure AA, to ensure maximum benefit, value, and transparency.
2. Make recommendations to the Governing Board regarding expenditure priorities under Measure AA.
3. Work with Restoration Authority staff to develop grant solicitations and procedures for evaluating grant proposals and reviewing and assessing projects.
4. Review and comment on annual written reports.

Membership

The Advisory Committee Procedural Document allows for a maximum of 34 AC members. Members are appointed by the Governing Board and together are intended to represent a broad array of interests from the nine Bay Area counties.

Governing Documents

In addition to the Advisory Committee Procedural Document, the AC is subject to the Ralph M. Brown Act (Government Code section 54950, et. seq.). This requires that all AC meetings are open to the public and all decisions, including recommendations to the Governing Board, are reviewed, discussed and approved by the AC at its open meetings.

Meeting Procedures

1. Frequency: The AC will generally meet quarterly to adequately fulfill its roles and responsibilities outlined in this charter. Meeting schedules for AC meetings will be set by the Authority staff with input from the AC members. Annually, up to two additional meetings can be added as determined by the Chair and Vice Chair.
2. Quorum: ~~A quorum (50 percent of the members plus one) must be present~~ There are no quorum rules; i.e., a quorum is not necessary to transact business. This means decisions are made by members who are present at the meetings.



3. Agendas: Agendas are developed by staff in consultation with the Chair and/or Vice Chair. As required by the Brown Act, agendas are publicly posted at least 72 hours before each meeting. They are also posted on the website and distributed via a public email list. AC members are encouraged to use their networks to ensure broad distribution of meeting notices.
4. Meeting Ground Rules: The AC shall strive for a constructive, collaborative process, with active participation of all members, in discussing issues and will conduct meetings according to the following ground rules:
 - Every perspective deserves to be heard.
 - Be honest and respectful.
 - Take sidebar conversations out of the room.
 - No need to repeat points.
 - Step up, step back. (Speak up to make your point, but make sure not to dominate the conversation.)
 - Have fun
5. Recognition of Members During a Discussion: AC members may speak at committee meetings after being recognized by the Chair.
6. Public Participation: Non-members may speak during the public comment period or outside the public comment period if recognized by the Chair. A handout with rules for public participation will be made available at all meetings.
7. Motions: If a vote is needed, motions may be made by any member of the committee. All motions must be seconded by a different member of the committee.
8. Attendance: AC members agree to make a good faith effort to attend all scheduled meetings and activities. Members who are unable to attend a particular meeting but would like to share their views on agenda items have three options:
 - They can submit written comments to Authority staff one week before the meeting to be shared with AC members as part of the meeting packet;
 - They can ask another AC member to make comments on their behalf; or
 - They can ask a colleague from their own entity to make remarks on their behalf during the public comment period.
9. Meeting Minutes: The Authority staff records minutes, which will include recommendations made by the AC. ~~Agendas~~ Minutes from AC meetings are approved at the following meeting of the AC, transmitted to the Board, and made available on the Authority website.

Decision Making Process

The AC shall strive for making decisions and recommendations through a consensus-based process, as described below. Meetings will be run by the Chair, or, in the absence of the Chair, by the Vice Chair, and these operating procedures and general rules of professional courtesy apply. If consensus cannot be reached and/or a formal vote is necessary, the Chair has the responsibility to ensure that the interaction remains orderly. Should a formal process be needed, the Chair shall run the meeting according to Rosenberg's Rules of Order. (At the same time, as stated in the Rules there should always be flexibility as to the strictness of application of the rules, dependent on the particular situation and the members' knowledge of parliamentary procedure.)

1. Procedure for Seeking Consensus: As noted above, the AC shall strive for full member participation in discussing issues in order to make decisions through a consensus-based process. Consensus is defined as general agreement by all members of the AC present at the meeting when a decision item is on the meeting agenda.



If needed to test the level of support for a proposal or recommendation, the Committee will employ a tool called the Gradients of Agreement. This tool is a mechanism for testing the level of agreement on a proposal that expands on the traditional “yes” or “no” voting.

The Gradients of Agreement are typically described as follows:

1. Strong opposition: no amending of the proposal will be acceptable to the member
2. Oppose unless amended. Member will oppose unless the proposal is amended, member clarifies what needs to be amended.
3. Stand aside or Neutral. Member notes disagreement, but will stand aside to allow the group to reach consensus without them. Or, the proposal doesn’t affect the member or their interest.
4. Live with it/workable. Member doesn’t love the proposal but can live with it
5. Strong support

1	2	3	4	5
<i>Strong Opposition</i>	<i>Oppose Unless Amended</i>	<i>Stand Aside or Neutral</i>	<i>Can Live With</i>	<i>Strong Support</i>

2. **Decision Rule:** An AC or ad hoc subcommittee recommendation will be considered a consensus decision if all members register 3-5 on the Gradients of Agreement. If after reasonable efforts the AC or ad hoc subcommittee are unable to reach consensus on a specific issue or recommendation, resolution will proceed through the conflict resolution procedures described below:
3. **Conflict Resolution:** Failing consensus, a vote shall be taken, with a simple majority (51%) needed for a motion to pass. The AC will be providing advice to the Governing Board. If, after a vote is taken, a minority group or an individual wishes to provide a dissenting opinion to the Board, they may do so, but must acknowledge the majority opinion and identify their minority opinion as such.
4. **Voting:** When a vote is taken, the number of ayes, noes and abstentions will be recorded. The meeting minutes will record the vote count, not how each individual voted. An actual vote count will be used only when the decision is close. AC members must recuse themselves from votes as necessary to comply with the conflict of interest policy.

Conflict of Interest

Each AC member signs a conflict of interest form that indicates that he/she shall not participate in a vote of the AC concerning specific grant applications if the vote would affect a grant application submitted by a member’s employer. A member who is aware of a future grant application that their employer is considering submitting should disclose this information when participating in discussions of Authority priorities. Additional details regarding the conflict of interest policy for AC members can be found in the Advisory Committee Procedural Document and the Conflict of Interest Form itself.



For federal agency AC members who are precluded from signing and submitting the conflict of interest form, separate documentation will be signed and submitted documenting the U.S. Government's Standards of Ethical Conduct to which they are bound.

Communication to the Governing Board

AC Chair or Vice Chair are responsible for communicating AC recommendations (including dissenting opinions) to the Governing Board at public meetings. AC members other than the Chair or Vice Chair should not claim to represent the AC when communicating with Board Members.

Appointment of Chair and Vice Chair

The Governing Board of the Authority will appoint a Chair and Vice Chair. The length of their terms will be determined by the Board.

Facilitation

If deemed advantageous for a particular purpose, the AC Chair may request, on behalf of the AC, the services of a facilitator.

Legal Counsel

If necessary, the AC Chair may request, on behalf of the AC, the services of the Authority's legal counsel to ensure proper procedures are followed.

AC Member Resignation and Substitution

If an AC member steps down from the committee, his or her entity may make a request to the Governing Board in writing for the designation of a new appointee to represent that entity. All appointments to the AC are made by the Governing Board. (See Advisory Committee Procedural Document.)

Statements to the Media

AC members can express only their own viewpoints to the media. AC members agree not to characterize the viewpoints of other AC members when contacted by media representatives about business related to the Authority, nor to use the media as means to unilaterally influence any process related to the Authority.

Ad Hoc Subcommittees

The AC Chair can solicit members to serve on ad hoc subcommittees, as needed for a discrete task and for a discrete amount of time. Ad hoc subcommittees can be coordinated by a Restoration Authority staff member unless an AC member volunteers to serve as the lead. Subcommittee recommendations need to be reviewed, discussed and approved at a formal AC meeting for decision making. An ad hoc subcommittee may not consult with the full AC outside a publicly noticed meeting, e.g., via email, because that would constitute a serial meeting of the full AC. AC members who assist in grant evaluation through ad hoc subcommittees should not discuss grant evaluations outside the established processes.

Update of this Charter: As needed, but at least every three years, this charter will be reviewed to assure that it meets current needs.

SAN FRANCISCO BAY COORDINATED PERMITTING APPROACH STRAWMAN PROPOSAL 1/9/18

PURPOSE: To improve the permitting process for multi-benefit wetland restoration projects and associated flood management and public access infrastructure in San Francisco Bay by dedicating agency representatives to review project information and prepared permit applications for consideration as a team in the most efficient manner.

BACKGROUND: Creating two joint inter-agency restoration teams- “Project Analysis and Permitting Team” and “Policy and Management Team”- has been conceptually agreed upon during meetings hosted by Resources Legacy Fund/Dudek (March 24, October 24) and in personal communications between Rick Bottoms, US Army Corps Regulatory Chief, and representatives from the following agencies: National Marine Fisheries Service (NOAA Fisheries), US Fish and Wildlife Service, Bay Conservation and Development Commission, San Francisco Regional Water Quality Control Board, CA Department of Fish and Wildlife, and the US Environmental Protection Agency.

WHAT: Collaboration within the multi-agency teams to ensure timely action and compliance with the following federal and state permitting authorities, including but not limited to: Clean Water Act (CWA) §404, CWA §401 Water Quality Certification, McAteer-Petris Act, Endangered Species Act & Essential Fish Habitat, California Endangered Species Act, California Water Code, CDFW 1600, San Francisco Bay Basin Plan, Suisun Marsh Preservation Act, Rivers and Harbors Act, Coastal Zone Management Act, California fully protected species.

WHERE: Multi-benefit wetland restoration projects in the San Francisco Bay and along the bay shoreline of the nine Bay Area counties, excluding the Delta Primary Zone.

WHY: The San Francisco Bay has an established tidal marsh restoration goal of 100,000 acres as well as goals for other wetland types (Baylands Goals Report, 1999 and 2015). The availability of \$500 million over the next 20 years for wetlands restoration and multi-benefit projects through the passage of Measure AA, and other funding sources, will require timely results and effectiveness of the restoration investments.

WHO:

- 1) “Project Analysis and Permitting Team”: To consist of up to 1.25-1.5 FTE USACE, 1 FTE NOAA Fisheries, 1 FTE USFWS, 1 FTE BCDC, 1 FTE CDFW, 1 FTE RWQCB. (Inclusion of 1 FTE from EPA is possible on an ad hoc basis.)
- 2) “Policy and Management Team”: To consist of representatives from EPA, USACE, NOAA Fisheries, USFWS, BCDC, RWQCB, State Water Board, CDFW, and may include other entities as needed or suggested.

FUNDING: The estimated cost for the Project Analysis and Permitting Team is ~\$1.26m-\$1.47m (1-1.5 FTE @ \$210,000/year for 6 agencies: Water Board staff costs estimated at \$236,000/year) to be paid for by Measure AA and/or the Coastal Conservancy. Other participating agencies could provide in-kind matching funds, including but not limited to USACE office space and equipment, and Policy and Management Team participation. The ability to utilize funding for staff may be subject to hiring constraints applicable to individual participating agencies.

HOW:

Project Analysis and Permitting Team

- The USACE San Francisco District will provide office space for the dedicated project analysis and permitting staff from each agency. To facilitate regular coordination, agencies are encouraged to have their dedicated staff co-located at USACE for a minimum of the same 2-3 days/week. USACE would oversee the team staff.
- Staff would coordinate review of project information to process and issue permits and other decision documents in a timely fashion. Staff will meet frequently with and without applicants to review project progress, resulting in a collaborative, integrative review and approval/disapproval process.
- Pre-application meeting once a month (as necessary). (cross-reference with Dudek proposal)
- Site visits and tours as necessary to understand the proposed project, to be organized the permit applicant and attended by the agency staff, ideally as a group.
- Agency staff would provide public outreach including quarterly information sessions on topics relevant to the application process, brownbags, etc..
- Staff will align project with the regional monitoring program concurrently being developed, and coordinated with Measure AA and the participating agency mandates.
- Data entry and measures of success tracking as determined by each agency and the interagency process
- Individual staff will be delegated varying levels of permitting authority by their respective agencies, and will inform project applicants of their agencies' permitting processes and decision-making levels as early as possible in the pre-application process.
- Staff will identify issues that require intra-agency and inter-agency policy discussions whose purposes will be to make more clear application requirements and lead to expedited decisions.
- Staff may upgrade permit decisions to the Policy and Management Team under agreed-upon procedures.

Policy and Management Team:

- Review permitting issues raised by the Permitting Team that may require policy shifts or upper management direction. To the extent possible, directly address issues and as necessary prepare any issues for further action by other decision-makers.
- Review and provide direction for project decisions that are elevated from the Analysis and Permitting Team
- Management and execution of inter-agency agreements and monthly to quarterly billing for Permitting Team staff.

PERFORMANCE MEASURES: Baseline information to measure success is necessary for quantitative and/or qualitative analysis. Useful performance measures will be established as part of the management system to measure success improving the permitting process over time.

SBRA AC Ad Hoc Committee on Communications

Conference Call 2/22/2018

Meeting Notes

Attendees:

Committee members: Anne Morkill (lead), Erika Powell, Ameer Raval, Ana Maria Ruiz, Sarah Young
Staff: Taylor Samuelson

Introductions - What's your interest/motivation for participating on this group:

- Diversity outreach and engagement
- Environmental justice perspective
- Represent disadvantaged/underserved communities most vulnerable to sea level rise
- Enhancing shoreline/open space access for local communities
- Engage local communities in project development
- Inform broader audiences about funding opportunities through Measure AA
- Equitable opportunities in engagement, participation, and learning
- Represent habitat restoration and conservation perspective
- Highlight multi-benefits that can be realized through flood protection projects
- Facilitate better collaboration across multiple jurisdictions
- Recognize & create awareness of public health, social/cultural, and economic benefits of wetland restoration for local communities (not just environmental benefits)
- Ensure fairness and transparency of public communications/notifications
- Provide staff support to AC and solicit AC feedback and expertise on RA products

Committee Tasks:

Near term - Governing Board is meeting on April 11th to consider first round of grants and staff recommendations; will vote to approve - help Taylor craft key messages and FAQs. She will send draft strategy for review and comment.

Outreach Goals -

- 1) expand awareness and ensure transparency about RA grant management and oversight structure - clarify rules for selecting projects (regional allocation vs merit based)
- 2) show taxpayers that funds spent well
- 3) none this round for Contra Costa or Napa; not meant to be for each county but regional, but may elicit questions why (both counties coincidentally had lower rates of voter approval)
- 4) build awareness among future grantees

Tactics -

David Pine, Chair of RA Governing Board will write op-ed

Press release

FAQs

Fact sheets

ABAG distribution lists

Contact reporters

Work w grantees to do own outreach - consistent messaging

Hashtags for social media; website

Mailing list

Long-term: Develop a Communications Strategy

Preliminary ideas:

- Grantees post project signage with RA logo - develop common language (e.g. "this project paid for by taxpayers" or "brought to you by the SFBRA and funded by Measure AA")
- Website re-vamp
- Project factsheets for website and single-page handouts
- Collect a variety of communication strategies to see what different approaches are, targeted audiences, etc. - instead of starting from scratch - build on these (Erika will share examples; Taylor will contact JV too)
- Create a calendar around key project milestones to schedule times to highlight Measure AA throughout the year as projects are being implemented e.g. ribbon cutting, breach event, public meetings, etc.
- Webinar series about the projects but also promoting the Measure AA, every 2-3 months
- Expand group of grantees to disadvantaged areas and non-traditional groups - reach out to local community groups; ethnic media contacts
- Host community events or shoreline tours to bring local residents out to learn about wetlands and promote Measure AA funding opportunities
- SFBRA pop-up tents at community events for Earth Day; Bay Day

Elements of a communications strategy (to be discussed further):

- identify target audiences
- identify delivery methods most suitable and relevant for each target audience
- identify effective tactics and platforms e.g. social media, press releases, community meetings, etc. (see preliminary ideas below)
- develop content/talking points/key messages
- identify who will deliver various elements of a communication strategy and when (e.g. AC support staff; AC members, Governing Board members, partner organizations, etc.)

Action items:

1. Taylor will share draft outreach strategy for review and comment
2. Erika will share examples of communications strategies from various county climate change vulnerability assessments
3. Taylor will set up Google Drive for us to share documents and keep meeting notes etc.
4. Anne will send draft meeting notes for review & comments
5. Report out at 3/9 Advisory Council meeting

Notes compiled by Anne Morkill, 2/22/2018